

**POSITION POSTING:**                    **Massachusetts Teachers' Retirement System**

**FUNCTIONAL TITLE:**                    Retirement Benefits Specialist

**ADDRESS:**                                One Charles Park, Cambridge, MA 02142-1206

**POSITION NUMBER:**

**STARTING SALARY RANGE:** \$35,000 to \$40,000

**APPLICATION DEADLINE:**   November 13, 2006

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The Massachusetts Teachers' Retirement System (MTRS) is the pension plan for the Commonwealth's public school educators. The plan provides retirement, disability and survivor benefits to over 50,000 recipients and maintains and services accounts for over 88,000 active members and more than 10,000 inactive members. On a monthly basis, the MTRS collects contributions and related data for all active members from over 400 local school districts. The Member Services department of the MTRS processes requests for benefits and provides professional assistance to public educators as they approach retirement.

**GENERAL STATEMENT OF DUTIES:**

Under the general supervision of the Director of Member Services, assists members of the Massachusetts Teachers' Retirement System (MTRS) by performing the following:

- Provides comprehensive and professional assistance to members in understanding and maximizing their retirement benefits under M.G.L. Chapter 32 and Board regulations.
- Performs calculations, specialized services, and administrative functions as needed to ensure efficient workflow.
- Performs retirement benefit calculations as directed.
- Processes service purchase applications as directed.
- Responds professionally to a variety of written and telephone inquiries from members and other clients in assigned parameters including but not limited to calculating service purchases, creditable service requests and retirement projections, health insurance and federal income tax withholding, income and eligibility verification, and retirement deduction withholding issues related to school district reporting
- Assists with agency programs and will participate in member education and school district training initiatives as required.
- Provides statistical information to assigned manager and is expected to efficiently facilitate assigned areas of unit workflow.
- Is expected to acquire a continually increasing knowledge of Chapter 32, state and federal regulations, and case law as they relate to the work of member services.
- Participates fully in all agency projects, meetings and training programs as assigned.

**QUALIFICATIONS REQUIRED:**

- Bachelor's degree in related field preferred, or equivalent experience.
- Excellent mathematical skills.
- Desire to work in an environment committed to teamwork and quality service.
- Ability to communicate effectively and professionally with the public.
- Ability to interpret retirement laws and regulations.

- Ability to follow instructions and function both independently and as a member of a team.
- Ability to maintain harmonious relationships with the membership, employers, other members of the public and MTRB staff.
- Must be flexible and able to handle a multitude of tasks.
- Experience with Microsoft Office Suite and customer databases preferred.
- A valid MA driver's license.

All interested applicants must submit a Letter of Application and a Resume to Rochelle Mosley, HR Director, MTRS, One Charles Park, Cambridge, MA 02142-1206, no later than November 13, 2006.